

# City of Menasha

## Sign Permit Application

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Fax: \_\_\_\_\_

Site Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Type of Sign: \_\_\_\_\_ wall-mounted  
\_\_\_\_\_ pole-mounted  
\_\_\_\_\_ monument  
\_\_\_\_\_ projecting  
\_\_\_\_\_ other \_\_\_\_\_

Setback: \_\_\_\_\_ front yard  
\_\_\_\_\_ side yard  
\_\_\_\_\_ rear yard

Height: \_\_\_\_\_ ft.

Dimensions: \_\_\_\_\_ x \_\_\_\_\_  
\_\_\_\_\_ sq. ft. (per face)

Illumination: \_\_\_\_\_ none  
\_\_\_\_\_ internal  
\_\_\_\_\_ external

Linear Feet of  
Building Exposure: \_\_\_\_\_

Corner Lot: \_\_\_\_\_ yes  
\_\_\_\_\_ no

Sign Construction/Material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Plan Submittal:** A site plan drawn to scale showing the location of the proposed signage on the lot with reference to building exposure, lot lines, and street right-of-way shall be submitted with this application. Such plan shall also include a photograph, drawing, or sketch depicting the letters, symbols, colors, etc. to be incorporated on the proposed signage. All signs shall be installed in conformance with the approved site plan.

Signature: \_\_\_\_\_

*Office Use Only*

Date Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Comments: \_\_\_\_\_